

INSTRUCTIONS FOR PREPARING TRAVEL **VOUCHER** FORM

Office of Legal Education

Columbia, SC 29201

<http://www.usdoj.gov/usao/eousa/ole.html>

Note: Fill only the items listed below. If you have access to the Department's travel voucher system, you should fill out this form on-line. If you do not have access to that system, you can print this form (in ink) or type it.

1. Voucher

Voucher Date Enter date form is prepared.

Voucher Type Mark "Original"

Preparer Enter last name of preparer

2. Traveler

Name Enter traveler's name.

SSN Enter traveler's Social Security Number

Type of Traveler Check appropriate box

Address Enter street address where your check should be mailed

City/State/Zip Enter your address City, State and Zip Code .

3. Purpose

Type of Travel Mark "TDY"

Purpose of Travel Mark "Training"

4. Obligation Liquidation

Mark "Final"

Traveler YregDoc Enter Document Control Number. It is next to the traveler's name in Attachment A of the acceptance memo

5. Itinerary

Description Enter Course Name and Number

Trip Began Enter Date trip began

Trip End Enter Date trip ended.

Greater than 12 hours Use only if your trip was completed in day it began.

Domestic/OCNUS/ Foreign Mark appropriate block; usually this is DOMESTIC.

Highest Class of Travel Mark "Coach" only.

Primary Destination Enter location where course was held; usually this will be Columbia, SC

**** Go to Second Page of Voucher****

DAILY EXPENSE REPORT SUMMARY

NOTE: Use one line for each day of travel

Travel Day	Enter one date for each day of travel.
State	Enter state to which you traveled (usually this will be SC)
City	Enter city to which you traveled (usually this be Columbia)
Lodging	Lodging is usually charged directly to NAC. If applicable enter the lodging claimed for each night.
Lodging Tax	If applicable enter the lodging tax for each night.
M&IE	Enter the M & IE (Meals and Incidental Expenditures) for each day . See acceptance memorandum for more information.
Mileage	Enter the mileage claimed (if applicable). See the acceptance letter for the current rate
ATM Fee	Enter the ATM fee claimed (if applicable).
Taxi/Limo	Enter the taxi/limo expenses claimed(if applicable).
Business Calls	Do not use. Your organization is responsible for business calls.
Personal Calls	Enter the personal calls claimed (if applicable). See the acceptance memorandum for information on amount allowed.
Parking	Enter the parking expenses claimed(if applicable).
Optional Comments	Enter explanatory information.
Total	Enter the total for each column. Carry the total for each column forward to the first page of the voucher block #6.

****Return to first page of voucher****

6. Expense Summary

Traveler Paid Transportation	Enter the amount of common carrier expenses, or leave blank if charged directly to NAC.
Lines 2- 9	Carry forward totals from page 2 of voucher.
Car Rental	Use only if specifically authorized.
Total Voucher	Enter the total amount claimed.

7. Accounting Distribution

FY	Enter the fiscal year of travel.
ActClass	Enter the accounting classification code for the course. See Attachment A of Acceptance memorandum.

8. Approval

Traveler Sign Here	Traveler signs.
Date	Date signed.
Phone	Phone number of traveler.

Need help? Confused? Have Questions?

Please review your acceptance letter one last time, and if you still need help, call us from 9:00 AM to 5:30 PM:

Rosa Moore (803) 576-7651
Tina Tolbert (803) 576-7650
Steve Benda (803) 576-7652
Paul Suddes (803) 576-7676

For more information on the Office of Legal Education, visit us on the INTERNET at: <http://www.usdoj.gov/usao/eousa/ole.html>